

State of Hawaii  
Department of Human Services  
Benefit, Employment and Support Services Division  
Oahu Branch, Employment and Child Care Program Office

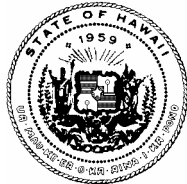
## **Request for Proposals**

“Family Strengthening and Teen Pregnancy Prevention  
Programs for Youth Service Centers in Kalihi”

RFP NUMBER: HMS-903-06-03-O

October 10, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
P.O. Box 339  
Honolulu, Hawaii 96890-0339

October 7, 2005

MEMORANDUM

TO: All Interested Parties

FROM: Lillian B. Koller, Esq., Director

SUBJECT: **REQUEST FOR PROPOSALS (RFP) –HMS-903-06-03-O FAMILY STRENGTHENING & TEEN PREGNANCY PREVENTION PROGRAMS FOR YOUTH SERVICE CENTERS IN KALIHI**

The Department is seeking to purchase the service listed above and further described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

An Informational meeting is scheduled on O'ahu on Monday, October 24, 2005, from 9:00a.m.to 11:00 a.m. at Haseko Center, 820 Mililani Street, 6<sup>th</sup> floor Conference Room 2, Honolulu, Hawaii 96813. For more information, please call Kim Arista at 586-7090. The Department's Program staff will be present at this session to review the RFP requirements and informally address questions you may have. In order for the proposal to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS/ BESSD/ ECCPO, at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals must be received no later than 4:30 p.m., Monday, November 21, 2005.

Proposal and accompanying materials not requested by the Department or submitted after the deadline will not be accepted for consideration.

Attachments

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

<b>NUMBER OF COPIES TO BE SUBMITTED: 1 Original and 3 Copies</b>
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**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)  
NO LATER THAN  
November 21, 2005**

**All Mail-ins**

Department of Human Services  
Benefit, Employment and Support  
Services, Employment and Child  
Care Program Office  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

**DHS RFP COORDINATOR**

Kim Arista  
For further info. or inquiries

Phone: 586-7090  
Fax: 586-5744

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M., Hawaii  
Standard Time (HST) November 21, 2005.**

**Drop-off Site**

Department of Human Services  
Benefit, Employment and Support Services  
Office  
820 Mililani Street, Suite 606  
Honolulu, Hawaii

**BE ADVISED:** All mail-ins postmarked by USPS after **November 21, 2005**, will be rejected.

Hand deliveries will **not** be accepted after **4:30 p.m., HST, November 21,  
2005.**

Deliveries by private mail services such as FEDEX shall be considered hand  
deliveries and will not be accepted if received after **4:30 p.m., HST, November  
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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state-purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

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Department of Human Services	<b>Benefit Employment and Support Services Division Employment and Child Care Program Office 820 Mililani Street, Suite 606 Honolulu, Hawaii 96813</b>
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Phone (808) <b>586-5735</b>	Fax: (808) <b>586-5744</b>
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#### **IV. Procurement Timetable**

**Note that the procurement timetable represents the State's best-estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	October 10, 2005
Distribution of RFP	October 10-17, 2005
RFP orientation session	October 24, 2005
Closing date for submission of written questions for written responses	November 9, 2005
State purchasing agency's response to applicants' written questions	November 14, 2005
Proposal submittal deadline	November 21, 2005
Proposal evaluation period	November 22-29, 2005
Provider selection	November 30, 2005
Notice of statement of findings and decision	December 2, 2005
Contract start date	January 1, 2006

#### **V. Orientation**

An orientation for applicants in reference to the request for proposals will be held as follows:

<b>Date:</b>	<b>October 24, 2005</b>	<b>Time:</b>	<b>9:00am-11:00am</b>
<b>Location:</b>	<b>820 Mililani Street, 6<sup>th</sup> Floor Conference Room 2, Honolulu, HI 96813</b>		

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Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the



orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

## **VI. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state-purchasing agency.

Deadline for submission of written questions:

**Date:**     **November 9, 2005**     **Time:**           4:30 p.m. HST  
State agency responses to applicant written questions will be provided by:

**Date:**     **November 14, 2005**

## **VII. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
- 5. Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant

is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Proposals that are submitted via fax, diskette, email or other electronic means will NOT be permitted.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working

conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **VIII. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **IX. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state-purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **X. Additional Materials and Documentation**

Upon request from the state-purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state-purchasing agency in its evaluation of the proposals.

## **XI. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIII. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVI. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardees prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state-purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Lillian B. Koller, Esq.	Name: Edwin Igarashi
Title: Director	Title: Procurement Officer
Mailing Address: P.O. Box 339 Honolulu, Hawaii 96813	Mailing Address: P.O. Box 339 Honolulu, Hawaii 96813

**XIX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

**XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

**XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state-purchasing agency, as deemed necessary.

**XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state

purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**



## Section 2

# Service Specifications

### I. Introduction

#### A. Overview, purpose or need

The State of Hawaii, Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Employment and Child Care Program Office are requesting proposals from qualified applicants to contribute to the vision of a safe, healthy, and nurturing community that values youth as productive and contributing members and provides opportunities for actualization of their highest potential. The request is for services providing family strengthening activities and teen pregnancy prevention programs for at risk youth through youth service centers in Kalihi. Teen pregnancy can negatively impact the young mother, child and community. In addition, research has found that adolescents under the age of 18 who bear children often experience school failure, poverty and delinquency. The children born to teen mothers are more likely to be living in poverty and to experience health problems, child abuse and neglect, and school failure. Preventing teen pregnancy through increasing educational and/or vocational attainment as well as family involvement and strengthening activities contributes to adolescents' abilities to make the successful transition to productive young adulthood.

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) allows states to develop and implement programs aimed at prevention of out-of-wedlock pregnancies, one of the four purposes of TANF (Temporary Assistance for Needy Families). The research has consistently shown that risky and/or delinquent behaviors among teens, particularly TANF adolescents, including crime, violence and teen pregnancy, is associated with lack of guidance, family support, adequate adult supervision, academic enrichment, appropriate developmental services, and academic and vocational training.<sup>1</sup> The research has also proven that "Children who regularly attend high-quality programs have better peer relations and emotional adjustment, better grades and conduct in school, more academic

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<sup>1</sup> Jan Kaplan, *Addressing the Challenges Faced by Teens in TANF Households*, Issue Notes, welfare Information Network, Vol. 8, no. 4 (July 2004). Also see, National Campaign to Prevent Teen Pregnancy (2003).

and enrichment opportunities, spend less time watching TV, and have lower incidences of drug-use, violence and pregnancy.”<sup>2</sup> Research has further established that the teens that participate in shared activities with parents and have supportive family relationships are factors that have been noted to reduce risk of teen pregnancy.<sup>3</sup> Recent annual progress reports and other evaluations of after-school programs around the country have found “improved school attendance, and documented improved reading and/or math scores.”<sup>4</sup>

## **B. Description of the goals of the service**

To address the needs of and support the vision for youth at risk in Hawaii, the available funds are to be used within the Youth Service Center structure to provide the following services in a comprehensive manner:

1. Community-Based Outreach that includes assessing community needs and resources, making contact with youth at risk and their families in defined area of Kalihi and connecting them to resources/services that address issues related to teen pregnancy and family strengthening.
2. A Case Management System that includes some process of general intake and assessment, referral services, counseling, crisis intervention and monitoring for the youth identified as in need of such services due to the risk of early adolescent sexual involvement, teen pregnancy, and/or family relationship conflict.
3. Positive Alternative Activities that postpone sexual involvement of early adolescents and promote the development of competencies in youth at risk. Specifically the activities address the areas of social well-being, knowledge, reasoning and creativity, physical health and sexual development, vocational preparation, and social responsibility.

Qualified applicants should demonstrate how they can contribute to the strengthening, coordination and delivery of the above services in Kalihi to achieve the following outcomes:

1. Youth Service Centers in the Kalihi area build on existing community resources to create a safe environment and a central focus where all youth, particularly those who are over-represented within the juvenile justice

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<sup>2</sup> *Working for Children and Families: Safe and Smart After school Programs (2000)*. Washington, DC: U.S. Departments of Education and Justice.

<sup>3</sup> Jennifer Manlove, Ph.D., et. al., *A Good Time: After-School Programs to reduce Teen Pregnancy*, National Campaign to Prevent Teen Pregnancy (January 2004).

<sup>4</sup> *21<sup>st</sup> Century Community Learning Centers: Providing Quality after school Learning Opportunities for America's Families* (September 2000). US Department of Education. Available at [http://www.ed.gov/pubs/Providing\\_Quality\\_Afterschool\\_Learning/report.html](http://www.ed.gov/pubs/Providing_Quality_Afterschool_Learning/report.html).

system, develop competencies that foster resiliency and enable them to achieve successful transition to young adulthood.

2. YSC serving Kalihi coordinate effective use of services, resources and opportunities for youth referred to the YCS.
3. YSC serving Kalihi are responsive to the needs and desires of the immediate community and offer an array of services that are tailored to the needs of their constituents.
4. Engage in the development, implementation, evaluation, and replication of effective curriculum models of services, which are research-based and that address prevention of sexual involvement of early adolescents and teen pregnancy.
5. Provide positive alternative activities that contribute to achieving the following:
  - a) Postponement of sexual involvement of early adolescents.
  - b) Increased knowledge of youth and their families of sexuality and adolescent development.
  - c) Improved communication and refusal skills for early adolescents to resist peer pressures related to sexual activity
  - d) Increased/improved ability of parents and significant adults to communicate and support adolescents dealing with pressures related to sexuality, sexual development and sexual activity.

### **Description of the target population to be served**

The target population for the services includes:

1. Youth, ages 12 through 18, at risk of sexual involvement, violence, substance abuse and/or criminal activity due to geographic, ethnic, or socioeconomic factors.
2. Youth, between the ages of 10 to 19, who have been arrested, have had contact with the police, are chronically truant, runaway, involved in gangs, violence or substance abuse; or are experiencing serious family problems, abuse and/or neglect, social, emotional, psychological, educational, moral, physical or other similar problems.
3. Youth of Samoan, Hawaiian, Filipino, and African-American ancestry who are over-represented within the juvenile justice system.

**C. Geographic coverage of service**

Proposal request is for services delivered in the Farrington Complex which consists of Farrington High, Dole Middle, Kalakaua Middle, Fern Elementary, Ka'ewai Elementary, Kalihi Elementary, Kalihi Kai Elementary, Kalihi Waena Elementary, and Kalihi Uka Elementary schools. This geographic area includes Alewa Heights, Iwilei, Kalihi Kai, Kalihi Uka, Kalihi Valley, Kalihi Waena and parts of Kamehameha Heights, Kapalama and Palama.

**D. Probable funding amounts, source, and period of availability**

1. Funding Period: January 1, 2006- December 31, 2006

Total Amount of Federal Funds: \$550,000 (FIVE HUNDREDFIFTY THOUSAND DOLLARS AND NO/100)

Source of Federal Funds: C.D. F.A #93.558 Temporary Assistance for Needy Families (TANF) [www.cdfa.gov](http://www.cdfa.gov)

2. DHS anticipates funds to be awarded for up to 4 sites for a 12-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to an additional 12 months subject to the availability of funds and satisfactory provider performance. The DHS reserves the right to determine the configuration of services and awards to best meet the needs of the Kalihi community after all proposals are reviewed.
3. DHS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, DHS reserves the right to add in additional funds or decrease funds at its discretion.

**II. General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
2. The applicant shall meet all State and County licensing requirements, if any, to operate YSC.

3. The intent of this procurement is not to provide start up funds to create new Youth Service Centers. Funding opportunities are available to applicants that currently operate YSC-type programs that provide a place where all youth and their families in the Kalihi community feel comfortable accessing a continuum of services, resources, and opportunities that include prevention, intervention and community empowerment. The applicants submitting proposals should minimally be providing the following in an existing YSC program:
- a) Community-based service activities operated during after-school hours, weekends, school intercession, and holidays.
  - b) Program strategies incorporating a youth development approach. The YSC program should contribute to the development of the competencies of youth in the following areas: physical health, personal and social well being, knowledge, reasoning and creativity, vocational preparation and citizenship.
  - c) Services and activities that involve aspects of effective youth programs including: a holistic and coordinated approach, cultural awareness and identity, youth involvement, developmentally appropriate programming, gender appropriate programming, family involvement, and a caring adult relationship.
  - d) Core service areas shall include community-based outreach, case management, and positive alternative activities. The applicants should currently be providing the three types of activities in an existing YSC program in the Kalihi area as defined in Section 2. C. "Geographic Coverage of Service".

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases

Will be allowed.

Planned secondary purchases

None

**C. Multiple or alternate proposals** *check one*  
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded** **check one**

(Refer to §3-143-206, HAR)

☐ Single                      ☐ Multiple                      ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded, as the DHS deems appropriate to best meet the needs of the State after all proposals are reviewed

**E. Single or multi-term contracts to be awarded** **check one**

(Refer to §3-149-302, HAR)

☒ Single term ( $\leq$  2 yrs)                      ☐ Multi-term ( $>$  2 yrs.)

The contract period shall be a single term, twelve-month contract subject to the program's satisfactory performance and the availability of funds. There may be a possibility for three (3) twelve (12) month extensions of the initial award period subject to the availability of funds and satisfactory provider performance.

DHS reserves the right to determine the configuration of services and awards to best meet the needs of the State after all proposals are reviewed.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

RFP Contact Person: Kim Arista, Program Specialist  
Benefit, Employment and Support Service Division  
Employment and Child Care Program Office  
820 Mililani Street, suite 606  
Honolulu, Hawaii 96813  
Phone: (808) 586-7090  
Fax: (808) 586-5744  
Email: karista@dhs.hawaii.gov

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

1. Services provided to youth shall be research-based “best practices” that have been demonstrated to be effective in identifying needs, reducing risk factors, developing assets and reducing delinquency and anti-social behaviors in at-risk youth. Proposals shall describe the overall program models and provide data or information on research and studies completed that qualifies the proposed service as a “best practice” for the target population.
2. Applicants should describe how the following basic components are incorporated into their program:
  - a. A Coordinated Approach- Applicant must document the existence of formal agreements, sub-contractual arrangements, and memorandum of agreement and/or letters of agreement with other agencies and/or community groups to demonstrate a history of and support for a coordinated approach with other community resources serving youth in the Kalihi community.
  - b. Linkages with other Agencies- The applicant should describe existing and proposed activities that demonstrate the applicants’ capacity for coordinating services, accepting referrals and/or referring youth and families and cooperating with other agencies and resources to provide services and programs for youth in the Kalihi Community.
  - c. Community Involvement- The applicant should demonstrate that members of the Kalihi Community have been and are currently engaged in the decisions regarding the programs and services offered for the community.
  - d. Cultural Awareness and Identity- The applicant should demonstrate how the proposed services will be responsive to and reflect the culture, ethnicity and identity of program participants.
  - e. Youth Involvement- The applicant should describe the manner in which youth are engaged and involved in the decision making and implementation of the projects and activities of the program and the community of Kalihi.
  - f. Developmentally Appropriate Programming- The applicant should describe how the program has met and proposes to meet the individual needs of the youth served.
  - g. Gender Appropriate Programming- The applicants should describe current and proposed activities that demonstrate their capacity to develop, implement and offer programs that are gender-specific and appropriate for the population served.

- h. Family Involvement- Applicants should demonstrate capacity to address this component by describing past efforts and proposed activities to engage families, promote positive relationships within diverse family structures, and improve parent or significant adults ability to communicate and support youth with issues related to sexuality, sexual development and sexual activity.
- i. Caring Adult Relationships- Applicants should describe existing and proposed activities that successfully link youth and positive adult role models in caring and significant relationships.
3. Applicants must describe the manner of comprehensive service delivery for each requested core service separately and indicate how each is integrated in the continuum of services provided. The proposed program description and budget should reflect how the YSC will address directly or through subcontracts a balanced allocation of resources to the three (3) core service areas listed below:
- a. Community Based-Outreach- This core service area includes, but is not limited to, making contact with and engaging youth at risk and their families in a defined community, connecting youth and families to existing resources and services, and serving as a key resource in assessing community needs. Applicants should identify and address the factors that make it more likely that the at-risk youth of the Kalihi community will engage in delinquent behavior. Applicants should describe in detail the existing and proposed outreach function of the YSC and staff, including procedures and activities proven appropriate for engagement, assessment, and referral to address the identified risk factors and needs for such services in Kalihi.
- a. Case Management System- This core service area includes, but is not limited to, a process of general intake and assessment, identification of service needs, service planning and resource identification, referral services, counseling, crisis intervention and monitoring and assessment of services provided for at-risk youth identified as in need of such services. In addition, a focus on increasing the protective factors that will mediate the effects of risk factors to youth and decrease the likelihood of youth involvement in delinquent behaviors should be included as part of the case management services and the YSC program. The applicant should describe the existing and proposed case management services provided by the YSC program. Samples of the individualized assessment and service plan utilized should be submitted. The applicants should demonstrate the capacity of the YSC program to broker for services; to conduct formal follow-up evaluations; to identify gaps in services and activities; to make decisions related to placement in programs and individualized plans; to involve families; and to prepare youth for successful transition to independence and adulthood.



- b. Positive Alternative Activities- This core service area includes, but is not limited to, a focus on delivering community service, youth leadership, arts and humanities activities, educational development and vocational programs and activities to create opportunities for youth to increase skills and knowledge. Applicants should describe how, if awarded, they will allocate resources for the development, implementation, and evaluation of at least one of the activity areas listed below to address the prevention of teen pregnancy:

- 1) Vocational activities and experiential opportunities that provide youth with job seeking skills, career explorations, apprenticeships and internships, and entrepreneurial experiences.
  - 2) Sports, Fitness and Health activities that improve physical health, self-concept, athletic and scholastic competence, and physical appearance; encourage working with a team; provide nutrition exploration; develop resistance skills; and discuss contraceptive practices/abstinence.
  - 3) Community Service activities that create opportunities for youth to take responsibility for self and others in the community through experiential and service learning activities such as volunteer services, youth service corps, and intergenerational programming.
  - 4) Educational Development activities such as tutoring alternative education, and/or peer tutoring that promote academic improvement, coursework completion and high school graduation to prepare youth for higher level education.
4. The applicants should describe the methods and procedures utilized and proposed to evaluate programs and services and to make necessary adjustments based on that evaluation.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The provider shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Checks, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules for any person who is employed or volunteers in a position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteers personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The applicant shall have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.
- d. The program staff shall have appropriate qualifications and necessary training to provide the required YSC-type services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable about the Kalihi community they serve.

## **2. Administrative**

- a. The provider is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for the funds awarded. Funds shall be budgeted and expended in accordance with applicable state and/or federal cost principles.

- c. The applicant shall be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- e. The applicant may not charge youth and/or their families more than a token amount for program services.
- f. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

### **3. Quality Assurance and Evaluation Specifications**

- a. All contracts shall be monitored by the State in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include:
  - 1) The review of amendments and approvals, deemed appropriate by the State, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the State.
  - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
    - a) Staff qualification, organization, and effectiveness.
    - b) Outcomes planning, implementation, and evaluation.
    - c) Collaboration.
    - d) File maintenance and record keeping.
    - e) Facility accessibility, suitability and safety.
    - f) Transportation and other liability issues.

g) Consumer satisfaction.

3) The applicant shall allow the State access to all materials, files, and documents relating to the provision of services.

b. The applicant must maintain for the term of the contract the system of evaluation developed by the State, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the State deems necessary in light of the evaluation data.

#### **4. Output and Performance/Outcomes Measurements**

a. An Outcomes Framework (OF) will be used for monitoring and results reporting. The OF focused on specific changes in youth and family conditions, behaviors, or satisfaction. In responding to the RFP, qualified applicants must commit to specific standardized performance targets (statements describing the number of youth who will achieve high levels of success and/or achieve significant change in their conditions or behavior) directly related to the service areas described in this RFP.

b. Applicants will commit to the performance targets articulated in the RFP as well as any additional performance targets finalized with the State as part of the applicant's contractual responsibility. Applicants will track and report progress through a standard outcomes reporting format and meet periodically with the State to review progress and results and to make necessary modifications and corrections.

c. Within this OF, applicant must:

- 1) Base their programs on a thorough assessment of objective data about the risk and protective factors in communities being served.
- 2) Design and implement programs for youth based on research or evaluation that provides evidence that the programs used prevent or reduce risk factors and establish or strengthen protective factors.
- 3) Evaluate their programs to assess their progress toward achieving the outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, and to refine the outcomes, performance targets, and milestones.

- 4) Use appropriate computer hardware and Microsoft software Access and Excel to record, monitor, and report various data.

d. Performance Targets

- 1) The State is looking for qualified applicants to establish and achieve numerical targets and milestones for the performance targets below:
  - a) Of the # of at-risk youth in the community actively contacted by or referred to the YSC, % or # will register for the ( "X Teen Pregnancy Prevention Program" ) and maintain participation/contact with the ( "X Teen Pregnancy Prevention Program" ) to completion or for 6 months beyond the registration date.
  - b) Of the # youth referred to or selected for the case management system of the YSC, % or # will receive or be referred to an appropriate service based on an assessment and # of the youth receiving services will complete an individual service plan, remain arrest free, postpone sexual involvement, and document improvement in ( "X" *e.g. grades, school attendance, family relationships, peer relationships, etc.* ) within 6 months of initiating the service plan and maintain improvement for 3 months after completing the plan.
  - c) Of the # youth registered for the YSC % or # will participate in the ( "X Teen Pregnancy Prevention Program" ) and shall after ( length of time or # of activities ) demonstrate increased/improved ( *identify specific change in knowledge, positive behavior, or skills* ) or achieve ( *specific standard or measure of accomplishment* ) and maintain that increase or achievement for 6 months after completing the "X Teen Pregnancy Prevention Program" )
  - d) Of the # parents and/or significant adults with youth registered for the YSC, % or # will demonstrate the ability to communicate effectively with and support adolescents dealing with pressures related to sexuality, sexual development and sexual activity as reported by youth and adults and maintain that ability for 6 months beyond completion of the program.
- 2) Applicants may develop additional performance targets as mutually agreed upon with the State.

- 3) The State reserves the right to amend any of the performance/outcome measures/targets with a thirty (30) day notice to the provider(s) selected to provide the services procured through this RFP.

## **5. Reporting Requirements for Program and Fiscal Data**

Timely program and fiscal reports as specified by the State will be due quarterly and at the end of the budget period. Contracts are programmatically and fiscally monitored by the State. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the State); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

## **6. Pricing Structure or Pricing Methodology to be used**

- a. Pricing structure is based on cost reimbursement. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.
- b. Applicants shall be required to apply the Cost Principles on Purchases of Health and Human Services.
- c. Total funding amounts allocated to each contract may be increased or decreased at any time, at the discretion of the State. Reasons for such increases or decreases include, but are not limited to, the program's performance, availability of funds, cost of living adjustments, utilization rates, and shifting of community needs and priorities.

Public Law 104-193, the federal law governing TANF, provides that “A State to which a grant is made under section 403 shall not expend more than 15 percent of the grant for administrative purposes.”<sup>5</sup> The “Administrative Cost” means “costs necessary for the proper administration of the TANF program... It includes costs for the general administration and coordination of these programs, including indirect (or overhead) costs.”<sup>6</sup> The federal clarification provides that the administrative costs incurred by sub grantees, contractors, community service providers, and third parties to be part of the administrative cost cap and that such costs would be determined in the same way as agency costs.

## **7. Units of Service and Unit Rate**

Not Applicable

## **IV. Facilities**

Facilities shall be adequate relative to the proposed services.

Facilities shall be ADA accessible to all staff and families who may want to attend.

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<sup>5</sup> Personal Responsibility and Work Reconciliation Act of 1996, §404(b), Pub. L. No. 104-193, 110 Stat. 2124(codified as amended in 42 U.S.C.604)

<sup>6</sup> Federal Register, Vol. 64, No. 69 (1999), Rules and Regulations, VIII. Part 263 (pp 17808-17814), Expenditures of State and Federal TANF Funds.

## **Section 3**

# **Proposal Application Instructions**



## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections :

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

### **E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

## **III. Project Organization and Staffing**

### **A. Staffing**

#### **a) Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

#### **b) Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

**B. Project Organization**

**a) Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

**b) Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

**IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. The Scope of Work section of the proposal includes the following major areas:

1. Service Activities/Best Practices
2. Management Requirements

In addition, the proposal should describe the outcomes, performance targets, and milestones that relate to the proposed services/programs. The Outcomes Framework information, including the proposed numerical targets for the performance targets and milestones, must be documented utilizing the OYS form 4-1 located in Section 5.

**V. Financial**

**A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The purchasing agency shall consider proposals on a “cost-type” or “pure reimbursement” pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. “Cost-type” involves the payment of all incurred costs within a predetermined total estimate cost.

The purchasing agency shall select applicable cost proposals subject to the legal standing of the applicant organization, i.e., non-profit to for-profit and that are in the best interests of the State of Hawaii.

Please note, however, that the department reserves the right to negotiate the finalized amount of fixed fees within the limits discussed above.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for the website address). The following budget form(s) shall be submitted with the Proposal Application:

The following are the budget form(s), which are contained in the POS manual, shall be submitted, as described in the Checklist attached herewith, with the POS Proposal Application:

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-205A	Organization-Wide by Source of Funds
SPO-H-205B	Organization-Wide Budget by Programs
SPO-H-206A	Personnel-Salaries & Wages
SPO-H-206B	Personnel-Payroll Taxes and Fringe Benefits
SPO-H-206C	Travel- Inter-Island
SPO-H-206D	Travel- Out of State
SPO-H-206E	Contractual Services-Administration
SPO-H-206F	Contractual Services-Subcontracts
SPO-H-206G	Indirect Costs
SPO-H-206I	Equipment Purchases*

\*Expenditures require justification and prior approval.

## **B. Other Financial Related Materials**

### **a) Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- Most Recent Audit Report

- Documentation that demonstrates that the organization maintains and does the following on a timely basis:
  - 1) Record revenue and expenditures.
  - 2) Reconcile cash/checking accounts.
  - 3) Maintain a general ledger.
  - 4) Allocate expenditures based on an allocation plan that is reasonable, appropriate, lawful and allocable.
  - 5) Maintain timesheets for employees whose time is allocable to more than one cost center.
  - 6) File all applicable income and general excise tax returns.

**b) Tax Clearance Certificate (Form A-6)**

An original or certified copy of a current (within 3 months), valid Clearance Certificate issued by the Hawaii State Department of Taxation (DOTX) and the Internal Revenue Services (IRS) shall be submitted with Application (Form A-6) that combines DOTAX and IRS clearance shall be used for this purpose.

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### *Proposal Application*

##### **100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

##### **TOTAL POSSIBLE POINTS**

##### **100 Points**

### **III. Evaluation Criteria**

#### **A. Phase 1 - Evaluation of Proposal Requirements**

##### **a) Administrative Requirements**

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

##### **b) Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### **B. Phase 2 - Evaluation of Proposal Application (100 Points)**

***Program Overview:*** No points are assigned to Program Overview. The intent is to give the applicant opportunity orient evaluators as to the service(s) being offered.

##### **1. Experience and Capability (20 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

##### **A. Necessary Skills**

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

##### **B. Experience**

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. Explain your relevant experience dealing with State of Hawaii contracts relating to the delivery of proposed services during the last 5 years.



**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

**D. Coordination of Services**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

- Adequacy of facilities relative to the proposed services.

**2. *Project Organization and Staffing (15 Points)***

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. *Staffing***

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of proposed services.

**B. *Project Organization***

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

**3. *Service Delivery (55 Points)***

- Describe the overall program content and design.
- Demonstrate an understanding of the target group.
- Demonstrate an understanding of the various service activities and sequence of events.
- Presents evidence of cooperation and collaboration, and willingness to follow DHS requirements, policies and procedures.
- Demonstrates knowledge of case documentation and case record maintenance. Include any experience with electronic case record maintenance as utilized in computer systems.
- Demonstrates knowledge of handling customer service and complaints.
- Provides for public relations and community collaboration
- Describes the logic of the work plan for the major service activities, assignments and responsibilities, and realism of the timelines and schedules, as applicable.
- Describes staff/management activities.
- Clearly articulates the overall service flow from program entry to completion, when applicable.
- Describes performance measures that reflect the service components in a clear and concise manner and represent the achievement of the program participants.
- Proposes numerical targets for performance targets and milestones as part of the Outcomes Plan utilizing OYS Form 4-1.
- Clearly articulates the methods and procedures for evaluating programs and services and making necessary adjustments based on the evaluation.
- Clearly articulates how the proposed program compliments other youth services the applicant currently provides.
- Presents information, materials, or curriculum to support and document various service tasks and components.

**5. *Financial (10 Points)***

Pricing structure based on cost reimbursement:

- Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately

justified. The budget fully supports the scope of service and requirements of the Request for Proposal.

- Adequacy of accounting system.
- Audit report.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Outcomes Plan & Program Report Forms  
(Form 4-1, 4-2, & 4-3)
- D. Special Conditions (Draft)

# Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *for Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5	<b>X</b>	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP	<b>X</b>	
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP	<b>X</b>	
<b>Program Specific Requirements:</b>				
Audit Report	Section 3, RFP	Section 3, RFP	<b>X</b>	
Current Tax Clearance (within 3 months)	Section 3, RFP	Section 3, RFP	<b>X</b>	
Organizational Chart	Section 3, RFP	Section 3, RFP		

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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